

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 8	Number 6	Effective Date 01/09/12	Review Date 2015
Subject DEPARTMENT-ISSUED MOTORCYCLES			☐ New Order ☒ Replaces G.O. 8-6 (01/02/07)
References CALEA 33.6.1a, 33.6.1b, 41.1.3a, 41.1.3b, 41.1.3c, 41.1.3d VLESPC TRN.02.01a			
 _____ Chief of Police or Designee		01/09/12 _____ Date	

I. PURPOSE

The purpose of this ***directive*** is to establish the policy, procedure and responsibilities for the safe and efficient utilization of any Richmond Police Department-issued motorcycle.

II. POLICY

It is the policy of the Richmond Police Department that motorcycles will be deployed for specific assignments and will not be used for routine or general patrol. Virginia law enforcement vehicles used in routine or general patrol service must be conspicuously marked and equipped with at least a siren and emergency lights in operational order and a radio to maintain constant communication.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITION

- A. OPERATOR – any member of the Department, regardless of rank, assigned and certified to operate a department-owned motorcycle.
- B. DIRECTED PATROL – working in a specific area with unique concerns.
- C. GENERAL PATROL – working in an assigned patrol Sector.

D. DEPARTMENT-APPROVED TRAINING – 80 hours of standard training in the dual-purpose Motorcycle Basic Operator’s Course completed in May, 2005 or thereafter. This training must be taught by a Northwestern University Traffic Institute certified instructor.

E. T-CLOCK – pre-ride motorcycle inspection checklist.

V. PROCEDURE

A. Selection Criteria:

1. The member has volunteered and submitted a Request for Training (PD-14).
2. The applicant’s **personnel** records will be reviewed for any past history of injuries which may be aggravated by motorcycle duty, especially back or knee injuries.
3. Driving records for on-duty traffic accidents will be taken into consideration.
4. ***Additional criteria may be used for motorcycles 1000cc or greater. Refer to the Motorcycle Officer Strike Team (MOST) Operating Manual for details.***

B. Training:

Prior to operating any department-owned motorcycle, the member shall complete and pass the Department’s approved training course for the operation of this vehicle. The Training Unit shall maintain a list of all operators certified in the use of department-issued motorcycles. Training qualifications shall include:

1. All **members** who operate a police-package motorcycle, 1000cc or greater, stocked with emergency equipment, must possess a Class “M” license and successfully complete ***the Richmond Police Department’s Basic Operators Course utilizing*** the Northwestern Basic Motorcycle Operators ***Standards and subsequent*** quarterly testing. This includes ***testing in the use of*** all comparable police package motorcycles with ***equivalent*** power of 1000cc or greater. Tests will be conducted ***on*** the officer ***for*** each type of motorcycle assigned to him/her.
2. ***Members*** who operate a police motorcycle 500cc or less without emergency equipment must possess a Class “M” license and successfully pass the eighty-hour Richmond Police Motorcycle Dual Purpose Motorcycle Course. Officers must ***successfully complete*** skills testing ***either*** bi-annually or once every six months to ensure and document skills retention.
3. Officers shall be of sufficient stature and strength to maintain control of the motorcycle and be able to upright ***a*** downed motorcycle.
4. Only instructors who have ***successfully completed*** the Northwestern Police Motorcycle Instructors Course shall provide training ***and/or testing***. Instructors shall provide ***the most*** current training and attend updates from Northwestern University as opportunities are provided by the Richmond Police Department.

5. Officers assigned to the ***MOST*** Unit will train a minimum of ***10*** hours ***each*** month to maintain proficiency and skills retention. Motorcycle officers who have allowed their skills to diminish and are unable to recertify after two attempts administered by ***a trained*** instructor, shall not operate a police package motorcycle. Officers failing recertification after the two attempts must attend retraining by successfully completing the eighty-hour Northwestern Basic Police Operators Course.
6. The officer's appearance must reflect a professional and positive image of the Richmond Police Department.

C. Constraints on the Use of Motorcycle (500cc or less):

1. The operators of such motorcycle (500cc or less) shall be limited to those members selected, approved and certified by the Department.
2. Members ***shall*** follow all orders pertaining to operation of department-owned vehicles.
3. Employees are not to use a cellular telephone while actively driving a City vehicle unless a situation arises where the need to communicate enhances a public safety concern.
4. Due to state law and basic safety considerations, the following limitations shall be strictly enforced for vehicles void of emergency lights, siren and special police packaging (special tires, suspension, etc.):
 - a. Pursuits are strictly forbidden.
 - b. Speed limits and motor vehicle laws shall be obeyed.
 - c. No high-speed surveillance is permitted.
 - d. Motorcycle (500cc or less) are not to be used to ***initiate traffic stops***. The assistance of a police unit properly equipped with emergency lights and siren will be utilized when attempting to stop a vehicle.
 - e. When responding to any 'Mayday' or 'Officer Needs Assistance', caution shall be exercised. The motorcycles (500cc or less) are non-police package equipped vehicles. The traffic laws of the Commonwealth of Virginia shall be obeyed.

NOTE: Any motorcycle over 500cc will be governed by the ***MOST Operating Manual***.

D. Accidents and Maintenance Procedures for Motorcycles:

1. Accidents:

Members shall follow standard procedures for reporting accidents/damage involving city-owned vehicles as deemed appropriate by the member's immediate supervisor.

2. Maintenance:
 - a. All maintenance, road or wrecker service that may be required shall be performed in accordance with procedures established by contractual agreement.
 - b. ***T-Clock inspections shall be maintained for all motorcycles (500cc or less) for a period of one year by the precinct commander.***
- E. Operational Requirements and Prohibitions:
 1. Prior to operating a Motorcycle (500cc or less), the operator shall:
 - a. Conduct a thorough T-Clock inspection of the vehicle to ensure that all necessary equipment and lights are present and functioning; and,
 - b. Immediately report any damage or malfunctioning equipment to the operator's immediate supervisor.
 2. When operating a motorcycle, the operator shall:
 - a. Wear the department-issued motorcycle helmet with the chin strap securely fastened;
 - b. Wear all issued protective equipment to include protective eyeglasses, gloves and department-issued helmet;
 - c. Keep both hands on the handlebars except when giving hand signals; ***and,***
 - d. Exercise caution when operating a portable radio. Operators ***not equipped with helmet communication kits*** shall bring the motorcycle to a halt in a safe location, out of the flow of traffic, to use the radio. Only under exigent circumstances will an operator utilize a portable radio while in motion.
 3. When dismounting, the operator shall:
 - a. Park in compliance with the traffic regulation;
 - b. Lock and secure his/her motorcycle; and,
 - c. Remove the key.
- F. Motorcycle Equipment (minimum mandatory) Officer assigned to special duties may be given special consideration:
 1. Motorcycles greater than 500cc
 - a. First Aid Kit;
 - b. Flares;
 - c. Traffic Vest;
 - d. Map; ***and,***
 - e. Rain Suit (***during inclement weather***).

2. Motorcycles less than 500cc:

- a. First Aid Kit;
- b. Traffic Vest; *and*,
- c. Individual Tool Kit.

NOTE: The MOST Unit supervisor shall ensure that a completed Specialized **Equipment Quarterly** Inspection Sheet (PD-128) is forwarded to the Planning Division **within thirty (30) days of an inspection.**

VI. FORMS

PD-14, Request for Training
PD-128, Specialized **Equipment Quarterly** Inspection Sheet
T-Clock Motorcycle Inspection Checklist

NOTE: The following forms may be required in the event of an accident, damage or injury:

PD-31, Auto Loss Notice/Accident Report
PD-28, Accident Information Form
PD-18, DMV Notification of Police Officer Accident
PD-47, Damage to City Property
PD-70, Supervisor Report for Police Vehicle Accident
PD-152, Vehicle Assignment Form